



Tent Rental and Application Packet



Evangelism Group
3800 North May Avenue
Oklahoma City, OK 73112
405-942-3800 ext. 4313 Fax 405-516-4832

Getting Started: Scheduling the Tent

Only churches and/or associations affiliated with the Baptist General Convention of Oklahoma may use the evangelism tents. When a tent is needed, it should be requested early. Tents may be scheduled as follows:

1. Call the Baptist Building, Evangelism Office at 405-942-3000 ext. 4322 or email lrickey@bgco.org to check for availability.
2. Complete the application form on Page 3 of this packet and return it to the Evangelism Office with the appropriate fee.
3. The Evangelism Office will send a confirmation form only when the Evangelism Office has received the application and deposit.
4. Contact your insurance company to provide proof of liability insurance. A minimum of \$1,000,000 Limit of Liability is required. The BGCO must be listed as "Additional Insured" during your use of the tent.

Your Responsibility

Please read through every page of this packet. The tents are a wonderful resource as you minister within your church and community. It is critical for each partner in ministry to be aware of the details for using this resource. Don't hesitate to call the Evangelism office if you have any questions.

Transporting the Tent and Equipment

The tents are stored on utility trailers in the Oklahoma City area. The user will be responsible for picking up and returning the tent. Trailer hitch and light hookup specifications are located on Page 5 of this packet. The trailer will also contain materials such as stakes, poles and ropes, which are necessary for setting up the tent. The user must provide all equipment such as sledge-hammer, sound system, chairs, platform, pulpit and other miscellaneous items. The tent must be placed on a flat surface, free of power lines and trees. The user will need to provide 20 or more men for set-up and duct tape to secure the ropes.

Tent Set Up

The tent must be placed on a flat surface, free of power lines and trees. The user will need to provide 20 or more men to set up the tent and secure the ropes. If 20 men are not present to help set up the tent it will not be erected and must be returned. The weight and size of the tents demand a full crew of 20 volunteers because safety is an issue. The Tent Consultant will assist in the tent set up and take down process. His contact information will be provided when the confirmation information is sent.

Tent Rental Agreement and Acknowledgements

To ensure proper communication between the Evangelism Office and your staff/event coordinator, **please initial the following acknowledgements and return with your tent application.** Please note, your tent application will NOT be fully approved nor will any scheduling arrangements be made until this acknowledgement is signed by the responsible party for your event and received by the Evangelism office. Thank you for your cooperation.

- _____ I have completely read the Tent Rental and Registration packet.
- _____ I understand it is our (church renting the tent) responsibility to pick up and return the tent after our event and to provide the manpower for set-up and take-down.
- _____ I acknowledge tent installation and take-down times are to be coordinated with the Tent Consultant, Brian Nix, prior to making arrangements for the appropriate manpower.
- _____ I acknowledge there will be no attempt to set-up or take-down the tent prior to the arrival of the Tent consultant, Brian Nix. This includes unloading the tent from the trailer.

Again, please return this signed form with your application. If you have any questions regarding your tent rental, please feel free to contact our staff. Thank you!

Reservations/Administrative questions:

Linda Rickey

405-942-3800 ext. 4322

Scheduling/Installation questions:

Brian Nix

405-606-5999 or brian@nixrealestate.com

Tent Usage Application

Baptist General Convention of Oklahoma Evangelism Office

Date of Application _____

Name of Church or Association _____

Name of Pastor or DOM _____

Requested Date(s) of Use _____

Location of Tent set-up site _____

Type of Surface _____

(Please ensure no buried cables, etc. or overhead obstructions within 20 feet)

Tent Requested: (Please check one)

Tent #1 (52X52 round-requires space of 67øround) Seats 200-300 **\$300**

Tent #2 (52X76 oval-requires space of 67x91) Seats 450-500 **\$400**

Tent #3 (52X124 oval-requires space of 67x139) Seats 700-900 **\$500**

What will tent be used for? _____

Contact Person:

Name _____

Position in Church or Association _____

Church Address _____

City _____ Zip _____

Home Phone _____ Cell _____

Church Phone _____ E-Mail _____

We, the undersigned have read and understand the guidelines and responsibilities for use of the evangelism tent of the Baptist General Convention of Oklahoma. We make application for scheduling and use of the tent with the assurance that we assume responsibility for the use of the tent and complying with the guidelines. Use for longer periods must be negotiated with the Evangelism Office.

Payment must be received with application in order to reserve a tent unless prior arrangements have been made with the Evangelism Office. A full refund will be made if cancellation is received 60 days in advance of booking.

Pastor or DOM _____ Date _____

Contact Person _____ Date _____

Please mail payment and application to BGCO Evangelism Group, 3800 North May Avenue, Oklahoma City, OK 73112. Applications can be email to lrickey@bgco.org or fax to 405-516-4832.

Tent Preparation Checklist

Local Permit for Tent Set-up

___ Call or visit your local City Hall or appropriate governmental office to obtain a permit. Do not assume that because your site is in an unincorporated area, that you do not need a permit.

___ You will need to contact your local Fire Department. There are certain rules and regulations that fire laws demand.

___ A "Certificate of Flame Resistance" is required by local authorities before they will grant permits for the tent. It is enclosed with this packet.

Liability Insurance

IMPORTANT: YOU ARE REQUIRED TO HAVE LIABILITY INSURANCE. The following Additional Insured must be named: Baptist General Convention of Oklahoma. (See Insurance Statement enclosed.)

___ Proof of insurance showing insurance requirements to be in effect must be received in our office at least ten days prior to your use of the tent.

Set-up/Take Down

___ Do not attempt to set up or take down the tent without the Tent Consultant. He has the training and experience necessary to avoid damage to the tent during set up/take down.

___ You need to enlist 20 or more strong men to help put the tent up and take the tent down. Also, please have about ten (10 +) sledge hammers to use for driving stakes.

___ Please inform your men the Tent Consultant will supervise the set up and take down.

DO NOT WALK ON THE TENT! If you must be on the tent, take off your shoes and crawl down the webbing. The majority of damage occurs from carelessness. Walking on the tent or the side walls will cause holes. Regardless of the ground surface, please do not walk on the tent.

Care for the Tent During the Event

___ Due to Oklahoma's unpredictable weather and high winds, take every precaution necessary to secure the tent in a safe manner. Valuable equipment such as pianos, sound systems, etc., should be covered with plastic sheeting to protect them from wind and rain.

___ If you have valuable equipment under the tent, it is suggested that someone be stationed near the tent every night it is set up.

___ If the tent is torn or damaged, please contact the Tent Consultant, Brian Nix, at 405-606-5999 as soon as possible. We will repair minor tears or refer you to the appropriate professionals.

___ In the event of heavy rain, without substantial wind, the lower end of the side poles should be moved toward the inside of the tent. This lowers the outer edge and allows water to run off. If this is not done, large pockets of water will gather and the weight will collapse the tent. In the event of heavy rain with substantial wind, side poles should remain upright so tent will remain tight and capable of sustaining wind. The person responsible for the tent will need to inspect frequently for pooling water.

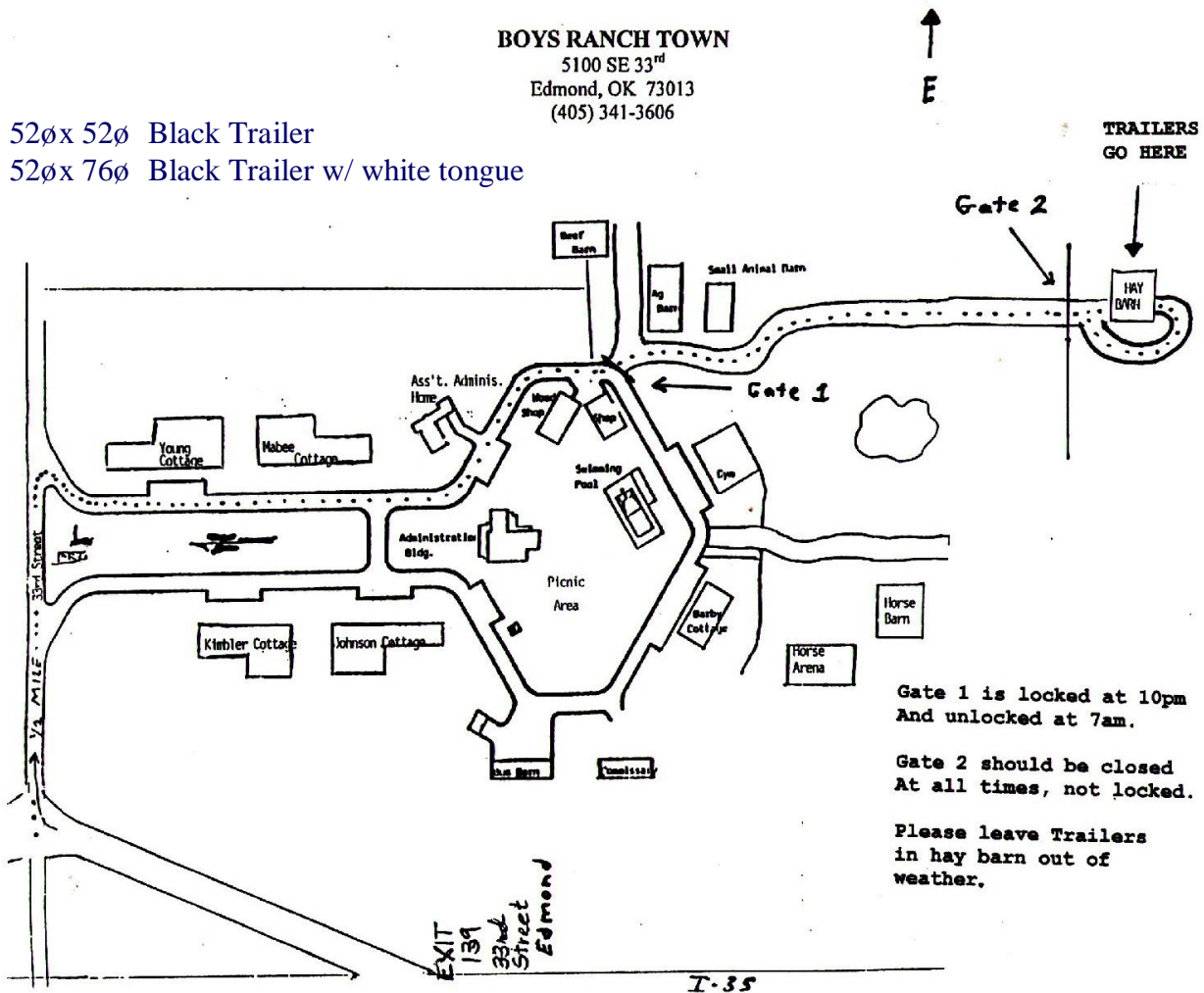
Tent Pick-up and Return Information

The Convention Tents are stored on utility trailers at Boys Ranch Town, 5100 SE 33rd in Edmond, OK. It is located on I-35 North, exit #139 just north of the Turner Turnpike, one half mile east of I-35. Please refer to the enclosed map. Groups using one of the tents are responsible for picking up and returning the trailer to this location. Tents must be placed inside the tent barn.

Tow Vehicle Requirements

1. Full size pickup, van or automobile with an 8-cylinder engine and with trailer hitch.
2. Hitch must be Class 3 (500 lbs. tongue weight with 3,500 lbs. load capacity).
3. Hitch ball required is 2 inches for both tents.
4. Light hookup is a standard 4-prong, flat for Tent #1 (52 X 52) & Tent#2 (52 X 76).

Please do not send a tow vehicle which does not meet these requirements.



Insurance Requirements

Please be aware a \$300,000 minimum per occurrence liability is required. The Baptist General Convention of Oklahoma must be listed as "Additional Insured" during your use of the tent. Doing this will generate a minimal additional premium on your policy. Please contact your insurance company. Proof of insurance is necessary before the tent is picked up. Please fax or e-mail a copy of proof of insurance as soon as possible. The fax number for the Evangelism office is (405) 516-4832. The e-mail address is lrickey@bgco.org

Tent Site Preparation Checklist

The following things should be accomplished before setup day.

Safety Items: Some safety items to be considered, whether required by code or not, are listed below:

- Fire Extinguishers ó could be borrowed from the church.
- White Safety Tape ó to be tied on the tent roped to make them more visible in the evening.
- Outside Lighting ó one gallon plastic milk jugs, with the top cut out, to go over tent stakes to protect shins.

Identify Utility Lines: Costly repair bills and possible injuries can be avoided by calling the number listed in your phone book and having utility lines marked at the event site. Don't assume you know where they are, find out.

Clear Debris: Clear the site of any debris. This will improve the appearance of the site, protect the tent and improve safety. Inspect for any tree limbs which may endanger the tent. These should be removed, if possible, and if not, they should be tied up.

Mow Grass: The grass should be mowed in the area where the tent will be set up. Mowing should be done with equipment which will leave a short and even surface.

Spray for Pests: It will be hard for the people to concentrate if ticks, chiggers or other creatures are attacking them. Spray as many times as needed to get the desired result. Cut the grass before spraying to be most effective.

Fill Holes: Any holes should be filled and packed to avoid tripping hazards.

Set Layout for the Tent: Remember to consider drainage, the direction of the sun, the prevailing winds and the availability of electricity. Remember to cover at night sound system and musical instruments with plastic sheeting to protect from wind and rain.

Rest Rooms: Some cities require portable toilets if indoor facilities are not readily available at the site. This matter warrants consideration even if not required.